

# Refund Application Form

**Note:** Refund application must be made by completing Refund Application form FN108 and sending it to the Finance Department of the Institute. The Refund Application Form is available from the Institute/website. Refund application form must be submitted by email to [refunds@baxter.vic.edu.au](mailto:refunds@baxter.vic.edu.au), in person at reception or fax (03)9654 1049, attention "Finance Department". Whether the student is entitled to a refund or not, they will receive written notification of the outcome, which will include an explanation of how the refund was calculated within 20 working days of receipt of the refund application. The refund will be paid to the student or another person nominated in writing by the student. Where an application is withdrawn or cancelled, notification by submitting "Cancellation Form SS115.a" must be provided. Any refunds listed in the P26 Fees and Refund policy (available at Baxter's website: <https://www.baxter.vic.edu.au/policies/>) are minus the non-refundable administration/enrolment fee, payable at course commencement. This fee is mandatory and covers all administration required for enrolment.

**Student Details**

Student ID:

Date of Birth:

Family Name:

Given Name:

Email:

Mobile:

**Tuition Fees Refund Details**

Course Code:  Course Name:

What is the reason / circumstance for seeking a refund?

- Course cancelled or rescheduled by Baxter Institute (provider default)
- The student withdraws from the enrolled course due to personal reasons / circumstances
- Other—Please specify below

Has the course already been commenced?  Yes  No Course commencement date:

**Please tick your preferred method of payment:**

**Electronic Funds Transfer (EFT) - Australian bank account<sup>(\*)</sup>**

Account Name:

Account Number:  BSB:

Bank Name:

**Overseas Telegraphic Transfer - overseas bank account<sup>(\*)</sup>**

Account Holder's Name:

Account Holder's Address:

Account Number:

SWIFTCODE:  IFSC (if applicable)

Bank Name:

Bank Address:

(\*) The refund will be paid to the student or another person nominated only once confirmed by the student in writing on this form (FN108). Any variations to the information on the form will require additional written consent from the student.

**Student declaration:**

- I have read and fully understood the Refund Policy.
- I understand that completing this form does not guarantee a refund.
- I authorise Baxter Institute to pay my refund to the nominated Bank Account as specified in this form. I understand that the accuracy and legibility of the provided banking details is my sole responsibility.
- I declare that the above information is true and correct. I acknowledge that withholding relevant information or providing incorrect information may delay processing of the application.

Student Signature:  Date:

**FOR OFFICE USE ONLY** (use Refund Calculation Form to be attached)

Date form received:    Administrator Name:  Signature:

Student / Agent notified:  Yes  No Date:

Notes:

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